

## **Sheriff Department TIBRS Specialist**

### **Nature of Work**

This is very responsible administrative and technical work assisting with various administrative office operations for the Sevier County Sheriff's department. Activities associated with the job include assuming the primary responsibility for all TIBRS transactions, answering incoming calls, providing general information and/or referring the caller to the appropriate person, entering information into computerized databases for criminal and civil warrants and assisting with daily reports for Detectives and Chief Deputies. Additional activities include assisting the public with general information, distributing incident and accident report to the public, coordinating departmental operations with various courts, generating delinquent incident reports when necessary and assisting with the service of warrants and civil process. Job responsibilities require considerable knowledge of law enforcement operations and judicial proceedings, strong interpersonal, organizational and decision making skills, dedicated attention to detail and certifications required for law enforcement databases utilized on the job. Job performance is evaluated by the Sheriff Department Office Manager through review of the efficiency and accuracy of office operations, ability to assist with departmental operations, ability to interact effectively with co-workers and the public and organizational and decision making skills. Job activities are also subject to state audits.

### **Illustrative Examples of Work**

- Assumes primary responsibility for all TIBRS data entry, retrieval, insures the accuracy and timeliness of completed transactions and submits to the state by the tenth of the month.
- Reviews outstanding TIBRS reports on a daily basis and checks verifies all clearances, arrests and status of court cases.
- Assists with the bi-annual audit of TIBRS reports and supporting documentation.
- Answers incoming calls, handles inquiries and/or refers to the appropriate party if necessary.
- Assists with receiving and entering criminal and civil reports into the departmental database (SOMS).
- Assists with public with questions and provides information and/or directions when necessary.
- Enters citations given by the department into the computer, files and returns a copy to the appropriate court system.
- Faxes all records of deaths occurring in the county to the medical examiners office.
- Assists with sorting and distributing incoming mail and sending out departmental correspondence including Certified Subpoenas for jury duty and Certified Mail for officers.
- Insures that warrants are dispatched to the correct zone for service.

- Assists with preparing and logging accident reports and submitting to the state and insurance companies.
- Checks for warrants and places detainers for other agencies.
- Completes record checks for various agencies including DHS, DCS, Health Department, FBI, TBI, etc.
- Transcribes statements for Detectives for use in criminal court cases.
- Assists with verifying the accuracy of jail intake and release reports and prepares memorandum, correspondence, etc. for Deputy Chiefs.
- Copies and distributes incident and accident reports to the public upon request.
- Maintains effective working relationships with the courts and assists with coordinating court appearances for departmental personnel.
- Verifies the accuracy of all served warrants and civil process and provides directions to process servers regarding the proper service of various legal documents.
- Compiles and prepares reports and other information for the District Attorney's office including booking sheets and incident reports.
- Compiles lists of burglaries and thefts on a daily basis including a description of the property taken, serial numbers and victims' names and phone numbers.
- Expunges information from computer databases and submits to the state (TBI).
- Assists with the completion of data entry work performed by other administrative staff in order to meet established deadlines.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school (Associates degree preferred) supplemented with additional course work in office administration, data processing or a related field; experience working with the public preferably in a law enforcement setting; strong organizational and bookkeeping skills; considerable knowledge of law enforcement operations and judicial processes; considerable experience working with computer hardware and software applications; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Thorough knowledge of the Tennessee Incident Based Reporting System (TIBRS) including all data entry requirements, reporting deadlines, auditing procedures, etc.
- Considerable knowledge of computer hardware and software applications including data base management, word processing and spreadsheet applications.
- Considerable knowledge of specialized law enforcement computer applications and systems including SOMS and TOMIS.
- Considerable knowledge of office administration practices and organization.
- Considerable knowledge of established practices and protocols for service of legal documents.
- Considerable knowledge of the Standard Operating Procedures utilized by the Sevier County Sheriffs department.
- Considerable knowledge of federal and state laws and local ordinances pertinent to civil and criminal law enforcement practices.

- Knowledge of major roadways and location of various governmental offices located within Sevier County.
- Ability to maintain effective working relationships with co-workers, local officials, law enforcement personnel and the public.
- Ability to react in a timely and appropriate manner in emergency and/or stressful situations.
- Ability to make timely and appropriate decisions in response to unusual and/or difficult situations.
- Ability to prioritize and organize daily, weekly and monthly activities to meet established deadlines and reporting requirements.
- Ability to prepare correspondence, memos, reports, etc. in accordance with acceptable grammatical form and established guidelines.
- Skill in the use of computer software applications including word processing, database management and spreadsheet applications.
- Skill in the use of modern office equipment including keyboards (minimum of 60 words per minute), FAX machines, copiers, calculators, and multi-line phone and paging systems.

#### **Necessary Special Requirements**

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- Possession of a current TIBRS certification and completion of 16 hours of training annually on the TIBRS system.